

HAVURAH CARING COMMITTEE POLICY

**Revision 1
December 2007**

GENERAL

The original policy was the result of discussions and ideas offered by Caring Committee members at a meeting in December, 2004. The document was originally reviewed and edited by the Co-chairs and the Havurah board, and was intended to be reviewed periodically. The current Co-chairs have reviewed the policy based on recent experience, and have issued Revision 1 in December 2007. The Havurah board amended and approved this revision in January 2008 and authorized to make it available to all members of Havurah.

RESPONSIBILITIES

1. The Havurah Caring Committee will be available to current members upon a death in the immediate family, i.e. spouse, child, parent, or sibling.
2. Havurah will not be involved with any of the details associated with funeral arrangements or personal post-funeral requirements.
3. When a death occurs, it is the responsibility of someone in the family or a friend of the family to notify the Havurah President, who in turn will inform the Co-Chairs of the Caring Committee.
4. Between the Co-chairs and the President, an email will be sent out to the membership informing them of the death and any other details available at the time. Those members who do not have email will be telephoned. Members will be encouraged to visit the bereaved, provide sweets or make donations to the Caring Committee Fund.
5. The Co-Chairs will contact the family, give them condolences and offer them the following services if they so desire:
 - a) Deliver a dairy or meat tray of value not to exceed \$75;
 - b) Provide prayer books for a minyan;
 - c) Provide a copy of a checklist of things to do when a person dies.

ORGANIZATION

1. The Caring Committee will be led by 2 co-chairs appointed by the president.
2. The Caring Committee co-chairs will organize 4 groups of volunteers. Each group will consist of at least 4 volunteers and be will be assigned to a quarterly list as follows:
 - Group A: January-March
 - Group B: April-June
 - Group C: July-September
 - Group D: October-December
3. When the Caring Committee has to respond to a death in the community, the 2 co-chairs and at least 2 volunteers from the quarterly list will be involved.

HAVURAH CARING COMMITTEE POLICY

**Revision 1
December 2007**

FINANCING

1. The Havurah Board originally established a Caring Committee Fund of \$150. That amount has been increased by donations from members.
2. If the balance reaches below \$150, the board may authorize additional funds.
3. Donations designated for use by the Caring Committee are by check made out to Havurah.
4. The Treasurer will report on this fund as a budget line item, mentioning those who donated to the fund, but not the amount. (This report would, hopefully, serve as a reminder that there is a fund established for Caring Committee use.)

Revised by Co-Chairs, Joyce Hoffman and Sally Kreida 12-06-07
Amended and approved by the Board of Directors 1-15-08